



WASHINGTON STATE PATROL

Latent Prints Training Manual

CRIME LABORATORY DIVISION

January 2018

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INTRODUCTION

PURPOSE AND SCOPE

This manual contains an outline for training and/or assessing a forensic scientist in the area of latent print analysis. Each scientist will have a unique training program depending on the individual's strengths and weaknesses, previous background, the needs of the laboratory, and available personnel to provide the training. The sequence in which the various sections within the training steps are presented should not necessarily be considered as a mandatory order of training. Exposure to legal aspects, testimony, and many other facets of forensic science will be continuous throughout the training.

This manual endeavors to promote and maintain consistency and quality among scientists performing latent print analyses across the Crime Laboratory Division. Certain inherent aspects of latent print analysis prohibit the establishment of a rigid set of standard procedures to cover every case. Sufficient latitude should be given to allow for independent thought and individual freedom in selecting alternative courses of action. Upon completion of this training program, the trainee will be thoroughly familiar with the options available, to perform an examination of most types of evidence that may be received, to allow for professional growth, and attain expertise in the Latent Prints Discipline.

ASSESSMENT OF TRAINEE'S BACKGROUND

Commencement of this training program does not assume prior experience in latent print analysis.

Trainees who have prior related training and experience may be able to progress through the training program at an accelerated pace or perform competency testing to demonstrate their ability in a particular training step or a section within a step rather than performing redundant training. All trainees will be required to demonstrate competence in a particular area in which they will be performing analysis.

The instructors must be experienced in the area of latent print analysis for which they are to instruct. The trainer shall be assigned by the Supervisor, Technical Lead, or Laboratory Manager as required in the CLD Quality Operations Manual Chapter 5. The instructor's casework and courtroom experiences, both prior and present, provide a unique aspect to the trainee's learning process that is impossible to duplicate in this training program. It is expected that the instructor will share such experiences with the trainee. Although the trainee's primary interaction will be with the assigned instructor, this program promotes and encourages discussions with other experienced examiners. The trainee's instructor and/or supervisor, or other experienced scientist, will preliminarily assess the trainee's visual acuity, laboratory experience, and knowledge of latent print processing and comparison techniques.

REQUIREMENTS

Once the course of training has been established and initiated, the trainee will maintain a notebook or multiple notebooks for the various segments throughout the duration of this training program and will record notes and observations for each study segment. The notebook can include handwritten notes, charts, photographs, photocopied material, and other materials as necessary. The trainee notebook should be maintained in a neat and current fashion and should be present during conversations with the trainer.

Research projects, in addition to certain collateral duties assigned as a learning experience may supplement training.

The training manual provides a framework for addressing the most important part of the trainee's training: preparing the trainee to independently and competently perform latent print analysis of evidence and independently and competently reach conclusions and render an opinion concerning the analysis. On-

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the-job hands on experience is the core of the training and as such the trainee will be assigned to work with several different experienced examiners during the training program.

The trainee should be continuously evaluated for the duration of the training program for comprehension and competency in theoretical knowledge, basic practical skills, and critical thinking skills. Training is progressive and continuously builds on and reinforces prior learning. Deficiencies on any of the training steps may occur during the course of the training and should be rectified. It is important that these deficiencies be openly and promptly discussed among the trainee, trainer, technical lead, and/or supervisor, as appropriate. Repeating training steps and testing may be necessary to satisfactorily complete this training program.

In some cases, formal training offered by agencies and organizations outside the WSP may substitute for the required training. The content of the formal training shall be reviewed by the trainer and/or Technical Lead and approved by the Supervisor to determine which benchmarks have been met by the formal training and which training elements can be substituted.

In order to successfully complete this training program, the trainee must, after completion of each study segment, demonstrate their capability to apply learned knowledge and skills. Training checklists for this training must be completed by the trainee and trainer. The trainee must pass each written examination with a minimum score of 80%. The trainee must also pass every practical examination which will be graded "pass" or "fail". The trainer will provide the trainee's Supervisor with a copy of the completed checklists upon successful completion of each objective. The trainer will also be responsible for writing an interoffice communication (IOC) to the trainee's supervisor when the trainee has successfully completed each step of the training program. The trainee's supervisor will maintain copies of training checklists, IOCs, and authorizations in their files.

While the overall designed length of the training program is 24 months, the actual pace of instruction will be dictated by the trainee's progress and demonstrated proficiency.

ADDITIONAL TRAINING

This manual covers training specific to the activities of a Latent Print examiner. Scientists assigned to Latent Prints may be directed to complete additional training in order to be authorized to perform additional tasks that are more specific to other functional areas (i.e. presumptive blood testing, test fires of firearms, etc.). Refer to the relevant CLD Training Manuals for training in those disciplines. The Lab Manager shall ensure that the specified training has been completed before authorizing the scientist to perform additional tasks.

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TRAINING PLAN OVERVIEW

INTRODUCTORY TRAINING

STEP ONE:

To be achieved within 6 months from date of hire.

1.01: Cognitive Bias

1.02: Principles and Foundations - History

1.03: Principles and Foundations – The Nature of Friction Ridge Skin

1.04: Evidence Handling and LIMS

1.05: Friction Ridge Pattern Recognition and Interpretation

1.06: Techniques for Obtaining Friction Ridge Exemplars

Successful completion of a written test will be required for reaching the Step One milestone.

STEP TWO:

To be achieved within one year from date of hire. Depending on experience, may be achieved concurrent with above step.

2.01: Practices for Mastery

2.02: Basic Latent Print Detection and Preservation

2.03: Photography and Digital Imaging

2.04: Friction Ridge Examination (ACE-V)

2.05: Automated Fingerprint Identification Systems

2.06: Report Writing

2.07: Courtroom Testimony

Successful completion of a written test will be required for reaching the Step Two milestone.

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Training Plan Overview (cont'd)

STEP THREE:

To be achieved within 18 months from date of hire. Depending on experience, may be achieved concurrent with above steps.

3.01: Practices for Mastery

3.02: Advanced Latent Print Detection and Preservation

3.03: Case File Management

3.04: Palm Print Identification

3.05: Plantar Friction Ridge Identification

3.06: Legal Issues for the Forensic Scientist

Successful completion of a written test and comparison proficiency will be required for reaching the Step Three milestone.

With successful completion of Step Three and upon approval by the Lab Manager and the CLD Commander, the Forensic Scientist may begin independent casework of non-complex cases. The Supervisor should monitor and review the first few cases to ensure compliance with all procedures, protocols and policies in the new scientist's casework.

STEP FOUR:

To be achieved within 2 years from date of hire. Depending on experience, may be achieved concurrent with above steps.

4.01: Practices for Mastery

4.02: Peer Review

Successful completion of a written test and mock court exercise and meeting performance expectations for three months will be required for reaching the Step Four milestone.

With successful completion of Step Four, the Forensic Scientist will have reached the minimum training required for competency. Upon approval of the Lab Manager and the CLD Commander, the Forensic Scientist may begin independent casework of all cases.

For additional training, refer to CLD Quality Operations Manual, Chapter 5.

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INTRODUCTORY TRAINING

The trainee shall be familiarized with laboratory safety, the guiding documents and principals for the Crime Laboratory Division and Latent Prints functional area.

Training Elements

Trainee Initials

- _____ Read the CLD Quality Operations Manual.
- _____ Read the Latent Prints Technical Manual.
- _____ Read the CLD Safety Manual
- _____ Read the WSP Safety and Wellness Manual
- _____ Criminalistics 101

This two day training program will cover the fundamental aspects of criminalistics including the interdisciplinary chain of evidence examination in the crime laboratory. The trainee will learn what types of evidence are examined in each functional area. The trainee will learn how to safely handle and evaluate a broad range of evidence including firearms, smears and stains, blood patterns, cuts and tears and small particle characterization. Trainees will develop strategies to document, recover evidence, prevent contamination and preserve evidence (e.g. A DNA examiner will understand the potential significance of smokeless powder grains, metal turnings or vomit on a shirt).

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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STEP ONE

OBJECTIVE 1.01: COGNITIVE BIAS

Trainee's Name: _____

Training Elements

Trainee Initials

- _____ Review Cognitive Bias training presentation (Portal: FLSB>Cognitive Bias>Presentations)
- _____ Review an article or attend a conference workshop on cognitive bias and prepare a 5-10 minute summary presentation*

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of cognitive bias and its potential impact to the employee's upcoming training, work, and on forensic science in general.
- _____ Knowledge of various tactics that can be used to minimize the influence of cognitive bias.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 1.02: PRINCIPLES AND FOUNDATIONS – HISTORY

Trainee's Name: _____

Training Elements

Trainee Initials

- _____ Read Chapter 1, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Read Chapters 1-2, Quantitative-Qualitative Friction Ridge Analysis by David R. Ashbaugh.
- _____ Prepare a 5-10 minute presentation on a significant event in the history of friction ridge skin as a means for identification (an outline of the presentation must accompany this report).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ Knowledge of the history of fingerprints.
- _____ An understanding of early methods of personal identification, such as scars, marks, and tattoos.
- _____ An understanding of personal identification methods other than friction ridge skin, e.g., iris scan, hand geometry, flexion creases.
- _____ An understanding of fingerprints, palm prints, and footprints for criminal and civil applications.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 1.03: PRINCIPLES AND FOUNDATIONS – NATURE OF FRICTION RIDGE SKIN

Trainee's Name: _____

Training Elements

Trainee Initials

- _____ Read Chapters 2-3, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Read Chapter 1, Fingerprints and Other Ridge Skin Impressions by Champod, Lennard, Margot, and Stoilovic.
- _____ Read Chapter 3, Quantitative-Qualitative Friction Ridge Analysis by David R. Ashbaugh.
- _____ Prepare a 5-10 minute presentation on either the anatomy, physiology, embryology, or morphology of friction ridge skin (an outline of the presentation must accompany this report).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Mentor Initials

- _____ An understanding of the biology/physiology of friction ridge skin.
- _____ An understanding of the basic foundations for friction ridge examination (persistence and uniqueness) as a means of identifying the source.
- _____ An understanding of the biological and anatomical factors that impact the results of latent print examinations.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 1.04: EVIDENCE HANDLING AND LIMS

Trainee's Name: _____

Training Elements

Trainee Initials

_____ Review the Washington State Patrol (WSP) Crime Laboratory Division (CLD) Quality Operations Manual, Chapter 9, "Evidence Management".

_____ Read the Laboratory Information Management System (LIMS) manual.

_____ Read the WSP Forensic Services Guide.

_____ Review Appendix E, Latent Prints Technical Manual.

_____ Complete a minimum 2-day assignment to a CLD Property/Evidence Custodian to receive hands-on training in the use of LIMS, evidence control procedures, and chain-of-custody procedures.

_____ Complete a review of Section 18.06 Itemizing Evidence from the LIMS Manual with the mentor or another designated trainer, including observation of the itemization of both Parent/Child and Parent/New Parent items in LIMS.

_____ Practicum – Successfully complete the following transactions under the evaluation of the P/EC: Receiving a case submitted to the lab, perform a secure transfer from the evidence vault to a forensic scientist, and releasing evidence to a contributor.

_____ Successfully complete the 1.04 Evidence Handling and LIMS Competency Examination.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

_____ The ability to handle evidence for proper submission and preservation.

_____ The ability to properly release and ship evidence and case reports to contributing agencies.

_____ The ability to receive/screen/direct telephone calls requiring case tracking and/or case submission.

_____ The ability to navigate and operate LIMS.

_____ The ability to perform secure transfers.

_____ The ability to welcome and direct visitors to the lab without compromising evidence or the safety of the visitor.

Mentor's Comments

Trainee's Comments

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I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 1.05: FRICTION RIDGE PATTERN RECOGNITION AND INTERPRETATION

Trainee's Name: _____

Training Elements

Trainee Initials

- _____ Read Chapter 5, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Read Chapters 1-8, The Science of Fingerprints, published and distributed by the F.B.I.
- _____ Read Sections 4-5, F.B.I. Fingerprint Training Program Manual and review with the mentor or another designated trainer.
- _____ Read and memorize Section X: "Definition Sheet" from the F.B.I. Fingerprint Training Program Manual.
- _____ Practical Exercise: Complete the classification exercises in Section XI: "Fingerprint Training Exercises" from the F.B.I. Fingerprint Training Program Manual.
- _____ Practical Exercise: Complete classification packets A and B (see WSP Latent Prints Training Materials).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of common terminology and definitions associated with friction ridge pattern recognition (arch, loop, and whorl).
- _____ An understanding of pattern recognition and interpretation associated with operational needs of the WSP.
- _____ An understanding of friction ridge formations as they relate to recognition, interpretation and individualization.
- _____ An awareness of various classification systems (definitions and formulas).

Mentor's Comments

Trainee's Comments

OBJECTIVE 1.05: FRICTION RIDGE PATTERN RECOGNITION AND INTERPRETATION (CONT'D)

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 1.06: TECHNIQUES FOR OBTAINING FINGER AND PALM EXEMPLARS

Trainee's Name: _____

Training Elements

Trainee Initials

- _____ Read Chapter II: "Taking Finger-, Palm-, and Footprints" Scott's Fingerprint Mechanics, by Robert D. Olsen, Sr.
- _____ Read Chapter 4, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Receive a demonstration of taking major case prints from the mentor or other assigned scientist.
- _____ Observe and/or assist another scientist taking postmortem prints.
- _____ Observe and/or assist with the acquisition of prints using Live Scan equipment.
- _____ Practical Exercise: Take a set of rolled inked prints on a standard fingerprint card.
- _____ Practical Exercise: Take a complete set of major case prints.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ A knowledge of various methods used to record friction ridge exemplars and the ability to properly evaluate ridge structure based on each method.
- _____ An ability to take a legible set of inked major case prints.
- _____ An ability to take inked postmortem prints using a variety of methods.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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REPORT OF COMPLETION: STEP 1 MILESTONE

Trainee's Name: _____

This Trainee has completed all of the objectives outlined in the Step One milestone of the training plan for Forensic Scientists assigned to the Latent Prints functional area. It is my opinion that the Trainee has successfully demonstrated the competence necessary to move fully into the training required in Step Two.

Mentor Signature: _____ Date: _____

ATTACHMENTS

- ☐ 1.01 Cognitive Bias
 - ☐ Presentation Outline
- ☐ 1.02 Checklist: Principles and Foundations – History
 - ☐ Presentation Outline
- ☐ 1.03 Checklist: Principles and Foundations – Nature of Friction Ridge Skin
 - ☐ Presentation Outline
- ☐ 1.04 Checklist:- Evidence Handling and LIMS
 - ☐ Evaluative Memo from P/EC
 - ☐ Completed 1.04 Competency Exam – Score: _____
- ☐ 1.05 Checklist: Friction Ridge Pattern Recognition and Interpretation
 - ☐ Completed Exercise: Section XI FBI Fingerprint Training Program Manual
 - ☐ Completed Exercise: Classification Packet A
- ☐ 1.06 Checklist: Techniques for Obtaining Finger and Palm Exemplars
 - ☐ Copy of Fingerprint Exemplars
 - ☐ Copy of Major Case Exemplars
- ☐ Step One Written Competency Examination – Score: _____

The content of this Report of Completion has been discussed with the Trainee and Training Mentor. It is my opinion that the Trainee has successfully reached the Step One milestone and has demonstrated the competence necessary to move fully into the training required in Step Two.

Supervisor: _____ Date: _____

Copy to: Laboratory Manager
 Training Mentor
 Trainee

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STEP TWO

OBJECTIVE 2.01: PRACTICES FOR MASTERY

The trainee shall continue to practice previously met objectives to maintain and sharpen his or her abilities.

Training Elements

Trainee Initials

_____ Complete classification packets C-D.

_____ Assist the P/EC as directed by the Supervisor.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.02: BASIC LATENT PRINT DETECTION & PRESERVATION

The trainee shall be proficient in the detection of latent prints using the powders and chemicals most commonly used in the Latent Prints functional area.

Training Elements

Trainee Initials

- _____ Read Section 5 and Appendix B, C, D, and E, Latent Prints Technical Manual.
- _____ Read Chapters 7-8, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Review the Fingermark Visualization Manual, issued by Home Office Centre for Applied Science and Technology, First Edition.
- _____ Receive a demonstration of cyanoacrylate fuming methods (hot plate, MVC™ fuming chambers {including fluorescent cyanoacrylate} Cyvac™, and Hot Shots™ or equivalent), conventional and magnetic powder application, ninhydrin and DFO applications, fluorescent dye stain applications, and the operation of the ML2™ and, CrimeScope CS-16-500™ alternate light sources.
- _____ Review the User's Manuals for the Ultra-Lite ALS™, ML2™, and CrimeScope CS-16-500™ alternate light sources.
- _____ Complete a total of 20 hours of observation of at least 3 latent print Forensic Scientists in the laboratory and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with the mentor.
- _____ Successfully complete the 2.02 Basic Latent Print Processing Competency Examination.

NOTE: It is not necessary to complete the training for equipment not in use at the trainee's assigned laboratory.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of latent fingerprint residue.
- _____ A knowledge of generally accepted techniques for the detection of friction ridge impressions.
- _____ An understanding of fingerprint detection sequences.
- _____ An ability to fume evidence with cyanoacrylate using the various methods in use at the assigned laboratory.
- _____ An ability to detect and develop fingerprints using conventional and magnetic fingerprint powders.
- _____ An ability to generate latent lifts from a variety of surfaces and properly document the lift card.
- _____ An ability to operate the alternate light source(s) in use at the assigned laboratory.

Mentor's Comments

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Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.03: PHOTOGRAPHY AND DIGITAL IMAGING

The trainee shall be proficient in the preservation of latent prints using various image capturing, enhancement, and storage techniques.

Training Elements

Trainee Initials

- _____ Read Section 7, Latent Prints Technical Manual.
- _____ Read Chapters 1-4 and 7-9, "Complete Digital Photography" by Ben Long; or "A Short Course in Digital Photography" by Barbara London and Jim Stone.
- _____ Read "Photoshop CS3 for Forensic Professionals" by George Reis.
- _____ Read "Standard for Friction Ridge Digital Imaging", SWGFAST document.
- _____ Read Chapter 3, "Fingerprints and Other Ridge Skin Impressions" by Champod, Lennard, Margot, and Stoilovic.
- _____ Review the User's Manuals for the current cameras and scanners at use in the assigned laboratory, storing images using the current digital image archiving software, and enhancing images using the current image processing software.
- _____ Receive a demonstration of capturing images using the current cameras and scanners at use in the assigned laboratory, storing images using the current digital image archiving software, and enhancing images using the current image processing software.
- _____ Complete a total of 12 hours of observation of at least 3 latent print Forensic Scientists in the capture, storage, and processing of digital images and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Complete the Latent Print Photography Challenge and review results with mentor.
- _____ Successfully complete the 2.03 Digital Imaging Competency Examination.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ A general understanding of photography principles.
- _____ An ability to use the photography equipment available in the assigned laboratory.
- _____ A working knowledge of the digital image storage and enhancement equipment available in the assigned laboratory, including the ability to capture and preserve a record of latent print \ impressions on a variety of surfaces.
- _____ An ability to capture examination quality and orientation photographs when processing an item for friction ridge impressions.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.04: FRICTION RIDGE EXAMINATION

The trainee shall be able to articulate and follow ACE-V (Analysis, Comparison, Evaluation, and Verification) methodology in the examination of friction ridge skin impressions.

Training Elements

Trainee Initials

- _____ Read Sections 5 and 8, Latent Prints Technical Manual.
- _____ Read Chapters 9-10, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Read "Standard for Examining Friction Ridge Impressions and Resulting Conclusions", "Standards for the Documentation of Analysis, Comparison, Evaluation and Verification", and "Standard for Simultaneous Impression Examination", SWGFAST Documents.
- _____ Read Chapters 4-7, Quantitative-Qualitative Friction Ridge Analysis by David R. Ashbaugh.
- _____ Read Chapter 9, "Measurement of Fingerprint Individuality" by David A. Stoney, Advances in Fingerprint Technology, edited by Lee and Gaensslen.
- _____ Read Chapters 6-8, Friction Ridge Skin, by James F. Cowger.
- _____ Review course materials for "Analysis of Distortion in Latent Prints", Alice Maceo.
- _____ Complete a total of 20 hours of observation of at least 3 latent print Forensic Scientists in the analysis, comparison, and evaluation of friction ridge skin impressions and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Practical Exercise: Complete an evaluation worksheet determining the value for identification on a minimum of 20 latent lifts.
- _____ Complete the comparison exercises in Section XI: "Fingerprint Training Exercises" from the F.B.I. Fingerprint Training Program Manual.
- _____ Practical Exercise: Complete comparison packets A and B (see WSP Latent Prints Training Materials).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of the individual friction ridge structure (i.e., continuity, texture, pore, and edge definition) for determining the existence of individualizing details.
- _____ The ability to analyze friction ridge details to determine the value for comparison.
- _____ The ability to recognize and utilize friction ridge flow, scars, creases, and other friction ridge details for supporting the examination.
- _____ The ability to recognize and determine the anatomical source of a friction ridge impression.
- _____ An understanding of the level of documentation required for friction ridge examination.
- _____ The knowledge to properly analyze friction ridge impressions and understand effects such as color reversal, pressure distortion, slippage, and overlays.
- _____ The ability to render a proper conclusion of individualization (identification).
- _____ An understanding of the necessity for verification by another qualified latent print examiner.

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- _____ The ability to recognize simultaneous or adjacent friction ridge impressions and their value for examination.
- _____ An awareness that different policies and standards exist regarding friction ridge individualization (identification) in the United States and other countries.
- _____ An ability to explain ACE-V for the individualization of latent impressions.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.05: AUTOMATED BIOMETRIC IDENTIFICATION SYSTEM (ABIS)

The trainee shall be proficient in the use of ABIS technology available in the laboratory.

Training Elements

Trainee Initials

- _____ Read Section 10, Latent Prints Technical Manual.
- _____ Read Chapter 6, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Read NEC User Guides, NEC AutoClass Best Practices, NEC Core and Axis, and Glossary of NEC Terms and Acronyms documents.**
- _____ Read WIN 2008 AFIS Latent Best Practices, WIN 2008 Latent Inquiry Quick Reference Guideline, NEC Latent Training Handout, and Orientation of Palms documents.**

- _____ Review Job Queue, IRQ, and LCMS screens at the IBW with an authorized user.
- _____ Review LI, Remote_LI, LR, LLI, LATENT_COMBO, TLI, Verification, Tenprint request and IRQ procedures with an authorized user.
- _____ Successfully complete the 2.05 ABIS Competency Examination.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

** These documents can be found at <http://secure.winid.org/training.asp>

Benchmarks

Trainer Initials

- _____ An understanding of ABIS policies and procedures.
- _____ Knowledge of ABIS terminology.
- _____ An ability to navigate and properly use the various ABIS screens and functions.
- _____ An understanding of ABIS matching criteria.
- _____ An understanding of the elements that determine suitability for ABIS search.
- _____ An ability to enter latent impressions into ABIS, complete quality control measures, and initiate searches.
- _____ An ability to make proper worksheet notations of ABIS results.
- _____ An ability to request ten-print cards from the Identification Section.
- _____ An ability to obtain exemplars from WIN and the FBI.
- _____ An ability to launch ESSO and remote searches and make an accurate report of the results.

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OBJECTIVE 2.05: ABIS (CONT'D)

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.06: REPORT WRITING

The trainee shall be prepared to draft reports of findings related to evidence processing and friction ridge examinations.

Training Elements

Trainee Initials

- _____ Read Section 9, Latent Prints Technical Manual.
- _____ Review Section 4.3 "Casework Reports", CLD Operations Manual.
- _____ Read "Standard for Reporting Friction Ridge Examinations", SWGFAST Document.
- _____ Read the Latent Prints Report Writing Guide document.
- _____ Review a minimum of 32 sample case reports (ten Processing, ten ABIS, ten Comparison, and 2 Single Inked Print cases).
- _____ Complete mock reports for ten cases, using notes and Request for Laboratory Examination forms of completed cases (three Processing, three ABIS, three Comparison, and one Single Inked Prints case), and review results with mentor.
- _____ Successfully complete the 2.06 Report Writing Competency Examination (the completed and graded test must accompany this report).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An ability to accurately and concisely report examination results, including all required elements.
- _____ An ability to generate reports in LIMS and in MS-Word format.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 2.07: COURTROOM TESTIMONY

The trainee shall be prepared to provide expert witness testimony.

Training Elements

Trainee Initials

- _____ Review Chapter 8 (sections covering Courtroom Testimony and Review) in the CLD Quality Operations Manual.
- _____ Read Chapters 13-14, The Fingerprint Sourcebook presented by National Institute of Justice.
- _____ Complete a review of responsibilities related to the receipt of a subpoena.
- _____ Observe the expert witness testimony of two Forensic Scientists, at least one of which will be assigned to the Latent Prints Laboratory. Complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Observe one jury trial, preferably from start to finish and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Attend and observe one pre-trial meeting between a Forensic Scientist assigned to the Latent Prints Laboratory and the prosecuting attorney. Complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Complete the ASCLD/LAB Statement of Qualifications.
- _____ Practical Exercise 1: Complete a courtroom exhibit.
- _____ Practical Exercise 2: Complete a panel review of responses to qualifying questions and questions about the science of friction ridge skin examination (see document "Courtroom Panel Questions").

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ A general familiarity of the court system, the testimony environment, and courtroom protocol.
- _____ An ability to prepare himself/herself and a case that is proceeding to trial.
- _____ An ability to clarify the qualifications of an expert witness when taking the stand.
- _____ An ability to give a clear and accurate presentation of work that is completed and the opinion that is rendered in any given case.
- _____ Knowledge of the difference between direct examination and cross examination and an awareness of cross examination methods, styles, and tactics.
- _____ An ability to prepare charts and other visual aids for courtroom testimony.

OBJECTIVE 2.07: COURTROOM TESTIMONY (CONT'D)

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

REPORT OF COMPLETION: STEP 2 MILESTONE

Trainee's Name: _____

This Trainee has completed all of the objectives outlined in the Step Two milestone of the training plan for Forensic Scientists assigned to the Latent Prints functional area. It is my opinion that the Trainee has successfully demonstrated the competence necessary to move fully into the training required in Step Three.

Mentor Signature: _____ Date: _____

ATTACHMENTS

- ☐ 2.01 Checklist: Practices for Mastery
 - ☐ Classification Packets C and D
- ☐ 2.02 Checklist: Basic Friction Ridge Detection and Preservation
 - ☐ Laboratory Observation Journals
 - ☐ Completed 2.02 Competency Exam
- ☐ 2.03 Checklist: Photography and Digital Imaging
 - ☐ Laboratory Observation Journals
 - ☐ Completed 2.03 Competency Exam
- ☐ 2.04 Checklist: Latent Print Examination
 - ☐ Laboratory Observation Journals
 - ☐ Evaluation Worksheet
 - ☐ Section XI exercise: F.B.I. Fingerprint Training Program Manual
 - ☐ Comparison packets A and B
- ☐ 2.05 Checklist: Automated Biometric Identification Systems
 - ☐ Completed 2.05 Competency Exam
- ☐ 2.06 Checklist: Report Writing
 - ☐ Completed 2.06 Competency Exam
- ☐ 2.07 Checklist: Courtroom Testimony
 - ☐ Laboratory Observation Journals: Expert witness testimony
 - ☐ Laboratory Observation Journals: Jury trial
 - ☐ Laboratory Observation Journals: Pre-trial conference
 - ☐ ASCLD/LAB Statement of Qualifications
 - ☐ Courtroom exhibit
- ☐ Step Two Written Competency Examination – Score: _____

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Proficient in the application of the following processing methods and reagents:

- ☐ Cyanoacrylate and Fluorescent Cyanoacrylates
- ☐ Conventional and magnetic powders
- ☐ Powder Suspension
- ☐ Ninhydrin
- ☐ DFO
- ☐ Fluorescent dye stains (Ardrox, Basic Yellow, R.A.M., Rhodamine 6G)

Proficient in the use of the following equipment:

- ☐ Cyanoacrylate Fuming Chambers – Model(s): _____
- ☐ Cyvac™
- ☐ Cyanoacrylate fuming wand
- ☐ Cameras – Model(s): _____
- ☐ Scanners – Model(s): _____
- ☐ Alternate Light Sources – Model(s): _____
- ☐ Ovens - Models
- ☐ Balances - Models
- ☐ Automated Biometric Identification System

The content of this Report of Completion has been discussed with the Trainee and Training Mentor. It is my opinion that the Trainee has successfully reached the Step Two milestone and has demonstrated the competence necessary to move fully into the training required in Step Three.

Supervisor: _____ Date: _____

Copy to: Laboratory Manager
 Training Mentor
 Trainee

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STEP THREE

OBJECTIVE 3.01: PRACTICES FOR MASTERY

The trainee shall continue to practice previously met objectives to maintain and sharpen his or her abilities.

Training Elements

Trainee Initials

- _____ Complete 20 hours assisting other Forensic Scientists with processing in the laboratory and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with the mentor.
- _____ Complete 6 hours assisting other Forensic Scientists in the capture, storage, and processing of digital images and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.
- _____ Complete comparison packets F-H.
- _____ Complete 20 hours assisting other Forensic Scientists in the examination of friction ridge impressions and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with the mentor.
- _____ Complete 10 ABIS searches for other Forensic Scientists and retain copies of edit and candidate list screens.
- _____ Observe the expert witness testimony of a Forensic Scientist assigned to the Latent Prints Laboratory. Complete a Laboratory Observation Journal entry to be reviewed with mentor.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 3.02: ADVANCED FRICTION RIDGE DETECTION AND PRESERVATION

The trainee shall be proficient in the processing of latent impressions using advanced or complex methods, including the use of chemical reagents and alternate light source technology.

Training Elements

Trainee Initials

- _____ Read Chapters 6-8 and 10, Scott's Fingerprint Mechanics, and complete an oral review of Chapters 7 and 10 "Questions: True-False and Completion".
- _____ Review the Latent Prints Laboratory Reagent Notebook.
- _____ Complete an oral review of procedures and precautions for evidence requiring additional examination for DNA, bloodstain pattern analysis, trace evidence collection, other impression evidence, toolmark analysis, firearms analysis, and chemical analysis.
- _____ Receive a demonstration of 1,2 – Indanedione, Wetwop™, Acid Yellow, Amido Black, Gun Blue, Oil Red O, Physical Developer, Silver Nitrate, Small Particle Reagent, Sticky Side Powder, Sudan Black, and TapeGlo applications.
- _____ Review and practice the procedures for developing prints on human skin in a practice environment.
- _____ Successfully complete the 3.02 Advanced Latent Print Processing Competency Examination.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of proper sequences for latent print processing.
- _____ An understanding of how each processing reagent and technique reacts with a latent impression for detection, development, and preservation purposes.
- _____ An ability to utilize appropriate processing techniques for the development and preservation of latent prints.
- _____ An understanding of additional forensic analyses and the proper sequences and procedures for preserving evidence for each.

Mentor's Comments

Trainee's Comments

OBJECTIVE 3.02: ADVANCED FRICTION RIDGE DETECTION AND PRESERVATION (CONT'D)

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 3.03: CASE FILE MANAGEMENT

The trainee shall be proficient in the management of each case file and his/her own case load.

Training Elements

Trainee Initials

- _____ Review Chapter 8 "Case Management", CLD Quality Operations Manual.
- _____ Complete a review of the current procedures for assigning cases to Forensic Scientists.
- _____ Observe the completion of a processing case and either a comparison or ABIS case from start to finish.
- _____ Complete a review explaining the differences between administrative and technical documents and the required documentation for completing a request.
- _____ Spend ½ hr. with each of the practicing scientists to observe, inquire, and understand how each manages their case work and other assigned duties. Complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of the purpose for all case work documentation.
- _____ An ability to complete case work with all necessary documentation.
- _____ An ability to manage case work efficiently.
- _____ An ability to organize workspace for case work management and preserving chain of custody.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 3.04: PALM PRINT IDENTIFICATION

The trainee shall be proficient in the evaluation and comparison of palm impressions.

Training Elements

Trainee Initials

- _____ Read Chapter 1, Sections 15-16, Scott's Fingerprint Mechanics, by Olsen.
- _____ Read the document "Palm Print Recognition" by the National Science and Technology Council.
- _____ Review course materials for "Orientation and Search Clues" by Cynthia Zeller
- _____ Read Chapter 8, Quantitative-Qualitative Friction Ridge Analysis by David R. Ashbaugh.
- _____ Practical Assignment: Complete comparison packet H.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of the terminology related to palm print comparison and individualization.
- _____ An ability to distinguish partial palm prints from other friction ridge impressions.
- _____ An ability to orient a latent palm print to expedite comparison to inked palm prints.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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OBJECTIVE 3.05: INTRODUCTION TO PLANTAR FRICTION RIDGE IDENTIFICATION

The trainee shall be proficient in evaluation and comparison of plantar friction ridge impressions.

Training Elements

Trainee Initials

_____ Review the course materials for "Comparison of Plantar Friction Ridge Impressions" by Jon Stimac.

_____ Practical Assignment: Complete plantar comparison packet I.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

_____ An understanding of the terminology related to plantar friction ridge comparison and individualization.

_____ An ability to distinguish plantar impressions from other friction ridge impressions.

_____ An ability to orient a plantar friction ridge impression to expedite comparison to inked prints.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 3.06: LEGAL ISSUES FOR THE FORENSIC SCIENTIST

The trainee shall understand the legal issues that pertain to chain of custody, the practices of forensic science and latent print examination, and expert witness testimony.

Training Elements

Trainee Initials

- _____ Read Federal Rule 702 and the accompanying Committee Notes.
- _____ Read the legal opinions issued in Daubert vs. Merrell Dow Pharmaceuticals and Frye vs. United States.
- _____ Read the report "Strengthening Forensic Science in the United States: A Path Forward" presented by the National Academy of Sciences.
- _____ Prepare a 5-10 minute presentation on preparing for a Frye hearing in the State of Washington or a summary and response to a recently published article challenging the validity of latent print identification.

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

- _____ An understanding of precedents that impact the expert testimony of a Latent Print Examiner.
- _____ Recognition of the importance of applying generally accepted or validated methodology to the science of fingerprint analysis and comparison.
- _____ An ability to recognize and prepare for a Frye challenge under Federal Rule 702.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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REPORT OF COMPLETION: STEP 3 MILESTONE

Trainee's Name: _____

This Trainee has completed all of the objectives outlined in the Step Three milestone of the training plan for Forensic Scientists assigned to the Latent Prints functional area. It is my opinion that the Trainee has successfully demonstrated the competence necessary to move fully into the training required in Step Four.

Mentor Signature: _____ Date: _____

ATTACHMENTS

- ☐ 3.01 Checklist: Practices for Mastery
 - ☐ Laboratory Observation Journals: Processing
 - ☐ Laboratory Observation Journals: Digital Imaging
 - ☐ Comparison Packets E – G
 - ☐ Laboratory Observation Journals: Friction Ridge Examination
 - ☐ ABIS search screens
 - ☐ Laboratory Observation Journals: Testimony
- ☐ 3.02 Checklist: Advanced Friction Ridge Detection and Preservation
 - ☐ Completed 3.02 Competency Exam
- ☐ 3.03 Checklist: Case File Management
 - ☐ Laboratory Observation Journals
- ☐ 3.04 Checklist: Palm Print Identification
 - ☐ Comparison packet H
- ☐ 3.05 Checklist: Legal Issues for the Forensic Scientist
 - ☐ Presentation Outline
- ☐ Step Three Written Competency Examination – Score: _____;
- ☐ Step Three Comparison Case Proficiency
- ☐ Re-work 30 cases previously completed by another examiner

Proficient in the application of the following processing methods and reagents:

- ☐ Wetwop™
- ☐ Acid Yellow
- ☐ Amido Black
- ☐ Oil Red O

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- ☐ Physical Developer
- ☐ Small Particle Reagent
- ☐ Indanedione
- ☐ Gun Blue
- ☐ Silver Nitrate
- ☐ Sticky Side Powder
- ☐ Sudan Black
- ☐ TapeGlo

The content of this Report of Completion has been discussed with the Trainee and Training Mentor. It is my opinion that the Trainee has successfully reached the Step Three milestone and has demonstrated the competence necessary to move fully into the training required in Step Four. The Trainee may also begin working cases independently upon written approval of the Supervisor and Laboratory Manager.

Supervisor: _____ Date: _____

Copy to: Laboratory Manager
 Training Mentor
 Trainee

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STEP FOUR

OBJECTIVE 4.01: PRACTICES FOR MASTERY

The trainee shall continue to practice previously met objectives to maintain and sharpen his or her abilities. Independent casework of non-complex cases may begin concurrently during this stage of training.

Training Elements

Trainee Initials

_____ Complete 15 ABIS/Comparison cases and 15 Processing cases as supervised casework under the direction of the Mentor or an assigned scientist.

_____ Assist as directed with the completion of complex cases.

_____ Practical Exercise: Moot court (attach a completed Court Testimony Evaluation form).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

OBJECTIVE 4.02: PEER REVIEW

The trainee shall be able to complete technical and administrative review for latent print cases.

Training Elements

Trainee Initials

_____ Review Chapter 8, "Case Management" (sections covering Technical and Administrative Review) in the CLD Quality Operations Manual.

_____ Read "Standard for the Technical Review of Friction Ridge Examinations", SWGFAST document.

_____ Complete a total of 6 hours of observation of at least 3 latent print Forensic Scientists performing technical review and complete a Laboratory Observation Journal entry for each occurrence to be reviewed with mentor.

_____ Practical Exercise: Successfully complete a technical review of five cases without error, including at least one processing case and one case resulting in an individualization. (Note: Each of these cases must be subjected to Administrative Review by an assigned scientist).

* Training received outside the CLD must be documented with a certificate of completion or equivalent.

Benchmarks

Trainer Initials

_____ An understanding of the purpose for peer review in the CLD.

_____ An ability to complete peer review, including LIMS notification and all necessary documentation.

_____ An ability to resolve peer review conflicts.

Mentor's Comments

Trainee's Comments

I have met regularly with the trainee to discuss each of the training elements and benchmarks outlined above and I believe the trainee is prepared to demonstrate he/she has met this objective.

Mentor: _____ Date: _____
(signature)

I have met regularly with my mentor to discuss each of the training elements and benchmarks outlined above and I am prepared to demonstrate I have met this objective.

Trainee: _____ Date: _____
(signature)

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REPORT OF COMPLETION: STEP 4 MILESTONE (TRAINING TO COMPETENCY)

Trainee's Name: _____

This Trainee has completed all of the objectives outlined in the Step Four milestone of the training plan for Forensic Scientists assigned to the Latent Prints functional area. It is my opinion that the Trainee has successfully demonstrated the competence necessary to complete case work in the Latent Prints functional area.

Mentor Signature: _____ Date: _____

ATTACHMENTS

- ☐ 4.01 Checklist: Practices for Mastery
 - ☐ List of 30 Supervised Cases
 - ☐ Court Testimony Evaluation form
- ☐ 4.02 Checklist: Peer Review
 - ☐ Laboratory Observation Journals
- ☐ Comprehensive Competency Examination – Score: _____
- ☐ Comprehensive Comparison Case Proficiency

The content of this Report of Completion has been discussed with the Trainee and Training Mentor. It is my opinion that the Trainee has successfully completed the training elements outlined in the Training Manual and is competent to complete case work in the Latent Prints functional area.

Supervisor: _____

Approval

Laboratory Manager: _____ Date: _____

CLD Quality Manager: _____ Date: _____